

**BOARD OF COUNTY COMMISSIONERS**

Mayor David Rice, District 4  
Mayor Pro Tem Kim Wigington, District 1  
George Neugent, District 2  
Heather Carruthers, District 3  
Sylvia Murphy, District 5



Employee Services Division  
Human Resources  
The Historic GATO Cigar Factory  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040

November 23, 2011  
Posting Date

**MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE**

THE POSITION OF **SR. COORDINATOR, DATABASE SPECIALIST, TECHNICAL SERVICES**, *Marathon* NOW  
OPEN AT PAY GRADE **9** SALARY, **\$41,678.24 - \$51,055.45/40 HPW.**  
**(DEPENDING ON QUALIFICATIONS)**

- |   |   |
|---|---|
| • <b>VETERANS PREFERENCE AVAILABLE:</b>                                 | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • <b>SAFETY SENSITIVE POSITION:</b>                                     | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • <b>GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)</b> | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
- 
- |                       |  |
|-----------------------|--|
| <b>THIS POSITION:</b> | <input checked="" type="checkbox"/> <b>IS A CAREER SERVICE STATUS POSITION</b> |
|                       | <input type="checkbox"/> <b>IS NOT A CAREER SERVICE STATUS POSITION</b>        |

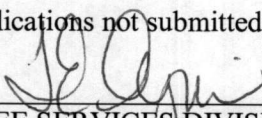
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

  
EMPLOYEE SERVICES DIVISION DIRECTOR

**MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**CATS018**

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

**Position Title:** Sr. Coordinator, Database Specialist

**Class Code:** 9- 34

**Date:** October 27, 2011

**Position Grade:** 9

**FLSA Status:** Exempt

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) To engineer the design, installation, configuration, trouble-shooting, management, and administration of multiple Microsoft SQL Database Servers and MySQL Servers providing for client/ server connections. Ensure compliance with all technical specifications, developed by the standards organizations. Provide guidance and technical direction through the entire project. Perform contract monitoring, oversee contractors, develop and maintain technical documentation and procedures.

### KEY RESPONSIBILITIES

- 1.\* Analyze, design, plan, and oversee all database software installations and upgrades, including providing technical specifications and development of technical standards to be adhered to.
- 2.\* Analyze, design, and evaluate database software features and database related products, including development of RFP's and provide recommendations for the Board of County Commissioners.
3. Advises management personnel on abuses and inappropriate uses of county's computer equipment and telecommunication equipment.
4. \*Analyzes requests for new computer hardware and software and provides information regarding changes that may be necessary.
5. Meet with Supervisors, Department Heads, Division Directors, and Constitutional Officers to determine their database needs. Provide planning, technical support, and overseeing the entire project. Provide same with budget analysis data.
6. \*Manage, maintain, document, configure, and trouble-shoot existing databases and servers, while providing technical guidance and training for subordinates.
7. Configure, test, install, and maintains all database servers, In addition to providing training to subordinates.
- 8.\* Plan for growth and system upgrades and document capacity planning methodology and requirements.
- 9.\* Perform application tuning and performance monitoring to ensure applications are operating efficiently.
- 10.\* Provide policy recommendations on Department issues and programs to the Technical Services Senior Administrator. Plan for future expansion while evaluating new technologies, evaluate and plan for new applications such as extranets or internet accessible database applications and high availability database designs.
11. Develop and maintain technical configuration and specification documentation, a complete inventory of all databases, and maintenance contracts with software database vendors.
- 12.\* Establish and maintain sound backup and recovery policies and procedures and document same.
13. Assisting agencies outside of Monroe County Government and Constitutional Officers with their database needs. Included are the State Attorneys office, Public Defenders Office, 16th Judicial District, Tourist Development Council, Florida Rural Health Network, State of Florida Department of Children and Families, Florida Keys Aqueduct Authority.
14. Member of a security team responsible for investigation of questionable computer related activities and keeping logs of same.
- 15.\* Develop, implement and maintain database security
- 16.\* Perform routine database tuning and performance monitoring.
17. Assist Monroe County and other outside agencies to evaluate possible employees during the interview process.
18. Maintain documentation and standards for the database environment.
19. Carry out such other projects as may be required to accomplish the function of the Department.

**\*Indicates an essential job function**



**Position Title:** Sr. Coordinator, Database Specialist

**Position Grade:** 9

### KEY JOB REQUIREMENTS

**Education:** Bachelor's Degree required

**Experience:** 3 to 5 years minimum amount of prior related work experience.

**Impact of Actions:** Makes decisions and final recommendations which routinely affect the activities of an entire assigned department and others outside the assigned department.

**Complexity:** Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

**Decision Making:** Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

**Communication with others:** Requires regular contact within the department, and with other departments, outside the general public, supplying or seeking information.

**Managerial Skills:** Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible to act in a lead or senior role over other positions performing essentially the same work and reporting to a higher level on a formal basis.

**Working Conditions/** On-call status for service interruptions and during activation of EOC. Normal office situation. Intermittently sitting, standing, stooping. Light lifting or carrying 25 lbs.

**Physical Effort:** less. Using tools requiring high dexterity.

**Other:** Valid Florida License. Knowledge of computer hardware, software, and operating systems. Extensive knowledge of Database platforms. Including the configuration, operation, and analytical ability to understand the results gathered.

### APPROVALS

*Department Head:*

Name:

*Lisa Duckemiller*

Signature:

Date:

*11/18/11*

*County Administrator:*

Name:

*Debbie Frederick*

Signature:

Date:

*11/21/11*

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name:

Signature:

Date: